

Jet Propulsion Laboratory

INTEROFFICE MEMORANDUM

930-XX-0XXX-JV/ESB: lc

March 26, 2003

TO: J. A. Wackley

FROM: E. S. Burke

SUBJECT: Minutes for the DSS-45 Downtime Readiness Review (DTRR) held on Wednesday March 26, 2003.

DSS-45 Downtime Readiness Review

The DSS-45 Downtime Readiness Review (DTRR) was held on Wednesday 26, 2003 at JPL in building 67-117A with Canberra staff, Alan Robinson, and Kevin Piechowski participating via teleconference link. Andrew O'Dea, the task engineer, presented the NSP implementation task materials. The DTRR was conducted to review and assess the readiness for all activities planned for implementation to begin April 04, 2003.

Review Board

Gene Burke, Chairman.....DSMS Operations
Greg Rogers for Bob McMahonCSOC Engineering
Allen BermanDSMS Operations
Alan RobinsonCDSCC
Ken Kimball.....DSMS Operations

Attendees

Andujo, Art	Kurtik, Susan	O'Dea, Andrew
Berman, Al	Lacey, Napoleon	Rogers, Greg
Kimball, Ken	Landon Art	Valencia, Jose

DSS-45 Downtime Activities Reviewed:

- **NSP Modkit Delivery Status**
- **Demo Pass Schedule**
- **NSP Training Status**

NSP Modkit Status – Hardware Modkits have arrived at Canberra customs and Software Modkits are scheduled to arrive this week. A. Robinson is to provide confirmation of Modkit upon delivery to the site.

Demo Pass Schedule - Art Landon discussed the demonstration pass testing criteria. Candidates for demonstration tracks are Voyager-2, Cassini, M01O, MGS, Image, Ulysses, and Geotail.

NSP Status and Training – A. Robison commented that training is going well and is on schedule

NSP Integrated Schedule – Andrew O’Dea provided and reviewed the DSS-45 downtime detailed schedule.

Action Items (AI) - Action Items from the previous DTRRs were reviewed.

- DSS-34 DTRR January 31, 2003 (AI#3) assigned to Bob McMahan is now closed
- DSS-15 DTRR February 28, 2003 (AI#2) assigned to David Berry is now closed
- DSS-15 DTRR February 28, 2003 (AI#4) assigned to Jim Buckley is now closed
- DSS-15 DTRR February 28, 2003 (AI#3) assigned to Andrew O’Dea remains open
- DSS-25/63 DTRR February 04, 2003 (AIs#1,2) assigned to Hal Ahlstrom remains open

Board Summary:

The Board reviewed each of the success criteria following the presentation and recommended that DSS-45 begin its downtime as planned. Comments provided by each of the board members are listed.

Ken Kimball - No major concerns and recommended that implementation of NSP should proceed as scheduled

Greg Rogers - No major concerns and recommended that NSP implementation should proceed as planned.

Alan Robinson - No major concerns

Allen Berman - Commented that procedures call for performing the Z-height measurement yearly. No major concerns and recommended that the NSP implementation proceed as planned.

Gene Burke - No major concerns.

Action Items (AI):

1. Assigned to Alan Robinson and Gil Roldan to identify the date when the last Z-height measurement was performed at DSS-45.

Post Review Notes:

Kevin Piechowski confirmed that the NSP racks have arrived at CDSCC Logistics.